

SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
April 7, 2021

I. Call to Order

The Spyglass Condominium Association Board of Directors Meeting was called to order by Jason Randall at 4:34 p.m. via videoconference.

Board Members Participating Were:

Jason Randall, Acting President, #115
Amy Corsinita, #81
Madison Tomson, #53

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources was recording secretary.

II. Approval of Previous Meeting Minutes

Several spelling corrections were noted.

Motion: Jason Randall moved to approve the minutes of the September 9, 2020 Board Meeting as presented. Amy Corsinita seconded and the motion carried.

III. Administrative Report

A. Financial Report as of February 28, 2021

Madison Tomson reported that the Association was operating ahead of budget. Jason Randall thought Unit #20 had been fined but no fees revenue is reflected. Gary Nicholds said if the owner does not pay, there will be late fees and interest charged on the owner statement.

Action Item: Madison Tomson will follow up on the violation fees if they are not reflected in the March report.

IV. BPM Management Report

A. Flat Garage Roof Heat Tape

There are eight or nine flat garage roofs with heat tape. There is a mixture of brands and ages of heat tape and some areas are not working. There have been a few leaks. The drains connect to pipes that run through several adjacent garages. Eric Nicholds suggested complete replacement.

Action Item: Eric Nicholds will request a bid from Summit Electric for full replacement.

B. Garage Doors

Retrack inspected all the doors and provided a proposal of \$30,696 for 60 new bottom door panels. The Board would like to move forward with this project.

Action Item: Eric Nicholds will confirm the bid price with the contractor.

V. Old Business

A. Ledger Boards

Jason Lazlo has worked on the ledger boards in the past. The Board will walk the property to inspect the ledger boards once the snow melts.

B. Walkways

Any needed walkway repairs will be addressed during the Owner Workday.

VI. New Business

A. Owner Workday

The Board will schedule the Owner Workday for a day in mid-July.

B. Owner Garage Sale

The Board will consider scheduling a garage sale later in the summer depending on the COVID status.

C. Exterior Painting

The painter can schedule the buildings that were supposed to be done last year sometime in July. The cost will be \$75,000. The contractor wants to order the paint as soon as possible due to shortages. The Board authorized moving forward with this project.

Action Item: Gary Nicholds will discuss the deposit requirements with the contractor.

D. Signage

The new signage about moving cars on trash pickup days was installed between two garages. BPM will provide some parking violation stickers to the Board to be used on violators after hours.

Madison Tomson said the “Visitor Parking” signs have disappeared. This will be addressed during the spring property tour.

E. Vent Caps

Jason Randall said the vent caps are missing for all pipes on his roof.

Action Item: Madison Tomson will review the governing documents to confirm who is responsible for this element.

Action Item: Eric Nicholds will determine how many caps are missing and get a cost for bulk replacement.

F. Major Maintenance Chart

Madison Tomson volunteered to update the Major Maintenance Chart.

Action Item: Gary Nicholds will look for the original Major Maintenance Chart in the files.

G. Roof Leak

There is a reoccurring leak from Jason Randall's roof over one of the back windows.

Action Item: Eric Nicholds will have a contractor look at the issue next week.

VII. Set Next Board Meeting Dates

The spring property tour was scheduled for Wednesday, May 12, 2021 at 4:00 p.m. The next Board Meeting was tentatively scheduled for Tuesday, June 1, 2021 at 4:30 p.m.

VIII. Adjournment

The meeting was adjourned at 5:31 p.m.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
June 1, 2021**

I. Call to Order

The Spyglass Condominium Association Board of Directors Meeting was called to order by Jason Randall at 4:44 p.m. via videoconference.

Board Members Participating Were:

Jason Randall, Acting President, #115
Amy Corsinita, #81
Madison Tomson, #53

Representing Basic Property Management were Gary Nicholds, Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources was recording secretary.

II. Approval of Previous Meeting Minutes

Motion: Amy Corsinita moved to approve the minutes of the April 7, 2021 Board Meeting as presented. Madison Tomson seconded and the motion carried.

III. Administrative Report

A. Financial Report as of April 30, 2021

Madison Tomson reported that the Association was operating in line with the budget. It appears the Insurance line item will be over budget. There was some income for violation fees.

Amy Corsinita noted that the visitor parking sign needs to be repaired and an owner was parked on the gravel this weekend. A notice should be placed on the car if this reoccurs.

There was discussion about the building valuation.

Action Item: Gary Nicholds will contact the insurance agent about the reconstruction cost coverage.

IV. BPM Management Report

A. Roof Vent Caps

The roof vent caps have been repaired.

B. Bid for Full Replacement of Heat Tape

Eric Nicholds had Summit Electric look at the heat tape outlets. They found two that were not working. They suggested replacing all of them with covered outlets. They will provide a report and cost estimate. Eric recommended replacing the heat tape with new higher grade heat tape.

C. *Garage Door Proposal*

The garage door proposal for replacement of all 66 garage doors was forwarded to the Board for review. The Board discussed replacing only the doors in poor condition given the high cost of construction materials this summer, the door color options and the option of a faux wood appearance to eliminate the need for painting.

Action Item: Gary Nicholds will ask the painting contractor when he plans to start work.

Action Item: Eric Nicholds will ask the vendor to recommend a finish that is durable and easy to replace and determine the lead time for the order.

V. **Old Business**

There was no Old Business.

VI. **New Business**

A. *Dumpster Issues*

There is a large wooden gate at the dumpster that needs to be broken apart and put in the dumpster. Jason Randall commented that the dumpster was jammed full of boxes, which prevented the lid from closing and allowed access by a bear or raccoon. There was discussion about replacing one of the dumpsters with one that has a lighter plastic lid. Jason said the Board was not consulted when the dumpsters were switched out.

Action Item: Eric Nicholds will break down the wooden gate.

B. *Owner Workday or Garage Sale*

The Board agreed not to hold an Owner Workday this year. The next communication to all owners should include reminders about recycling, breaking down boxes, cleaning out dryer vents and the garage sale, with the date to be determined (sometime in August).

VII. **Set Next Board Meeting Dates**

The next Board Meeting was scheduled for Wednesday, September 1, 2021 at 4:30 p.m.

VIII. **Adjournment**

Motion: Amy Corsinita moved to adjourn at 5:24 p.m. Madison Tomson seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST
BOARD OF DIRECTORS MEETING
September 1, 2021**

I. Call to Order

The Spyglass Condominium Association Board of Directors Meeting was called to order by Jason Randall at 4:35 p.m. via videoconference.

Board Members Participating Were:

Jason Randall, Acting President, #115
Amy Corsinita, #81
Madison Tomson, #53

Representing Basic Property Management (BPM) were Gary Nicholds, Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. Approval of Previous Meeting Minutes

Motion: Amy Corsinita moved to approve the minutes of the June 1, 2021 Board Meeting as presented. Jason Randall seconded and the motion carried.

III. Administrative Report

A. Financial Report as of July 31, 2021

Gary Nicholds reported that the balances were \$108,085 in Operating and \$401,547 in Reserves for total cash of \$509,633. The Operating surplus was \$10,155 and the Reserve deficit was \$11,653 for an overall deficit \$1,497.

Madison Tomson commented that there was a second past due owner (account #11362) with a \$1,450 balance over 90 days.

Action Item: Gary Nicholds will follow up with Patti Vande Zande about collection actions that have been taken.

Motion: Madison Tomson moved to approve the financial report. Jason Randall seconded and the motion carried.

IV. BPM Management Report

A. Parking

One car was towed after being tagged for parking in the same spot for three weeks. BPM never heard from the vehicle owner.

B. Heat Tape Update

Summit Electric has recommended updating some of the electrical outlets for the heat tape. Eric Nicholds suggested supplementing the heat tape that plugs in on the flat roof with commercial grade heat tape.

Action Item: Eric Nicholds will contact Triangle Electric or Oscar about doing the work and keep the Board updated by email.

C. Garage 44 & 62 Drywall Repairs

The repairs for water intrusion have been completed. The cost was under \$1,000.

D. Missing Numbers

Three unit numbers disappeared during the painting project. Eric Nicholds left a message for the painting contractor but has not heard back.

Action Item: Eric Nicholds will order replacement numbers.

E. Unit Garage Door 42 Repair

RKR agreed to pay for the repair.

Action Item: Eric Nicholds will try to find a handyman to make the repair. If he cannot find someone, Jason Randall will approach a friend who might be able to provide a proposal.

F. Unit 59 Garage Electricity

It is not known how or when the line was cut. Summit Electric indicated they would have to run a new line from the unit at a cost of \$3,000 - \$5,000. The Board had previously agreed to pay half the cost and the owner was willing to pay half.

Action Item: Eric Nicholds will speak to Triangle Electric about this repair.

G. Insurance

The Association reconstruction cost coverage is \$26,250,500 with \$287/sq.ft. for rebuilding, which the insurance agent indicated was above average. Gary Nicholds said an insurance appraisal could be done by the same firm that did the last one to confirm the coverage for the structure is adequate.

Action Item: Gary Nicholds will request a cost estimate for an insurance appraisal.

V. Old Business

A. Garage Door Repairs Community Wide

Four estimates for different garage door styles were included in the meeting packet. The price range is \$1,500 - \$2,500. The Board will select one or two of the desired model(s) and reconsider the project in the spring if prices come down. This topic will be included on the Annual Meeting agenda.

VI. New Business

A. Owner Request

An owner sent an email to Gary Nicholds about filling in a ditch with road base. It needs to be determined if the area is owned by the Association, Metro District or is a road easement. Jason Randall said the owner should be tasked with doing the research, and submit plans and information about the contractor. The owner will need to obtain approval from the Metro District and the Board and will be responsible for all costs.

Action Item: Gary Nicholds will communicate with the owner.

B. Missing Siding

Madison Tomson said there are some areas of missing siding. Eric Nicholds thought it was repaired when the vent cap work was done.

Action Item: Eric Nicholds will follow up on the status of the repairs.

C. Drywall Repair

Jason Randall's unit needs some drywall repair to damage caused by the roof leak.

Action Item: Jason Randall will send photos of the damaged area to BPM.

D. Unit Foreclosure

Jason Randall commented that he was unhappy about the \$7,000 owner delinquency and potential financial loss for the Association. The unit is in foreclosure and has a loan balance of \$54,000, so the Association should be able to recoup the funds if the unit is sold to a new owner.

Action Item: BPM will follow up with Patti Vande Zande on the status of the two past due owners.

E. Parking Fines

Action Item: BPM will follow up with Patti Vande Zande on the status of collecting the parking fines.

Action Item: Patti Vande Zande will be asked to copy the Board on fine notices.

F. Garage Sale

The garage sale went well. Amy Corsinita noted that it should be advertised as a "Community Garage Sale" in the future.

VII. Set Next Board Meeting Dates

The next Board Meeting will be held after the Annual Meeting, which is scheduled for October 9, 2021 at 10:00 a.m. via Zoom.

Agenda items will include trimming trees, decks and garage doors.

VIII. Adjournment

Motion: Amy Corsinita moved to adjourn at 5:49 p.m. Jason Randall seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature

**SPYGLASS TOWNHOMES AT WILDERNEST
ANNUAL MEETING
October 9, 2021**

I. CALL MEETING TO ORDER & INTRODUCTIONS

The Spyglass Condominium Association Annual Meeting was called to order by Jason Randall at 10:07 a.m. via videoconference.

Board Members Participating Were:

Jason Randall, President, #115
Amy Corsinita, Secretary, #81

Madison Tomson, Treasurer, #53

Owners Participating Were:

Ambron, #10
Swales, #18
Vora, #26
Whittier, #42
Palumbo, #54
Albert, #64
Alfeld, #71
Leung, #83

Clark, #12
Moats, #22
Perk, #34
Mathews, #43
Miller, #63
Chon, #66
Hilsendager, #82
Leffel, #105

Representing Basic Property Management (BPM) were Eric Nicholds and Jason Blarjeske. Erika Krainz of Summit Management Resources transcribed the minutes from recording.

II. CERTIFICATION OF PROXIES & DETERMINATION OF QUORUM

Jason Randall held 14 proxies. With owners represented in person or by proxy, a quorum was confirmed.

III. APPROVAL OF 2020 MINUTES

Motion: Jason Randall moved to approve the minutes of the October 20, 2020 Annual Meeting as presented. Madison Tomson seconded and the motion carried.

IV. FINANCIALS CONSIDERATIONS

A. Current Financial Status

Madison Tomson reviewed the financial reports. As of September 30, 2021, the balances were \$59,929 in Operating and \$479,684 in Reserves for a total of \$539,613.

Profit and Loss variances were as follows:

1. Total Income - \$765 favorable to budget.
2. Total Administrative - \$3,160 unfavorable to budget.
3. Total Repairs and Maintenance - \$695 favorable to budget.
4. Total Snow Removal - \$16,381 favorable to budget.
5. Excess Revenue/Expense - \$19,463, which was \$14,424 favorable to budget.
6. Total Reserve Incomes - \$24,223 favorable to budget.

7. Total Reserve Expense - \$3,500 unfavorable to budget due to an overage in the painting expense.
8. Excess Reserve Revenue/Expense - \$14,754, which was \$20,723 favorable to budget.

B. 2022 Budget Review & Ratification

Madison Tomson reviewed highlights of the proposed 2022 Budget. There will not be any increase to dues.

1. Insurance – 5% increase to \$38,000.
2. Resale Reserve Contribution - \$5,000 decrease.
3. Reserve Projects - \$70,598 for garage doors and \$53,758 for retaining walls per the Reserve Study.

Motion: Amy Corsinita moved to ratify the 2022 Budget as presented. Joan Moats seconded and the motion carried.

V. PRESIDENT’S REPORT

Jason Randall thanked the owners who help make Spyglass a great community, with particular mention of John Loren?? (can't find a name on the list that sounds anything like that) and Mary ?? (no last name mentioned), who have done a great deal of landscaping work, and Bob ??, who moves his Xfinity truck every week to provide access for trash removal. He thanked Amy Corsinita and Madison Tomson for organizing another successful community garage sale and lunch for the participants. He suggested organizing some type of community event during the summer. There was no Owner Work Day this year, due to the cost of lumber and the overall good condition of the property. He thanked the BPM staff for their work on behalf of the Association. The second half of the exterior painting was completed this year. The next big project will be re-siding, which will be postponed as long as possible. A snowplowing contract has been executed for this winter. The Board is investigating full garage door replacement since the replacements for the lower panels are no longer available. There have been positive comments about the lighting project that was completed two years ago. There are two young moose frequenting the property. Owners were reminded to keep their dogs on leashes and to break down cardboard boxes before disposing of them in the dumpster.

VI. BPM MANAGEMENT REPORT

Eric Nicholds reviewed the following items:

1. The exterior painting was completed. He noted that an outside water source may need to be considered to enable the painters to power wash the siding the next time the buildings are stained.
2. The vent caps were repaired or replaced as needed.
3. The garage door for Unit 42 was repaired after it was hit by the snowplow.
4. Drywall repairs were completed for the Unit 44 garage after a roof leak.
5. New heat tape was installed on the flat roofs.
6. Kane Electric will be inspecting all exterior outlets to ensure they are appropriate for outdoor use.
7. New building numbers will be reinstalled.
8. E&A will be providing plowing service for this winter.
9. A load of gravel was delivered and distributed in areas of the parking lot as needed.

VII. OLD BUSINESS

A. Dumpsters

There have been some owner requests for a dumpster that is easier to use but is still bear-proof. Eric Nicholds commented that building an enclosure would be the best option. The dumpsters with side access doors are not very efficient since the bags accumulate by the opening and the rest of the space remains unused.

VIII. NEW BUSINESS

A. Trimming Trees

Owners were reminded to trim tree branches that have grown over the walkways or up against the siding.

B. Unit 46 Tree Transplant Request

The Board can consider transplanting the tree that is growing by the electrical area of the unit. Eric Nicholds noted that if transplanted, the tree will need to be watered.

C. Decks

The decks are painted on the same cycle as the building siding. Additional painting between the cycles is an individual owner responsibility. Owners can request the code for the Sherwin Williams paint from Jason Randall.

D. Garage Doors

The Board will continue to explore options for garage door replacement.

IX. ELECTION OF DIRECTORS

The term of Madison Tomson expired this year and she was willing to run for re-election. There was one vacant Board seat. Bill Albert self-nominated. There were no other nominations from the floor.

Motion: Jason Randall moved to elect Madison Tomson and Bill Albert to the Board. Mark Mathews seconded and the motion carried.

X. HOMEOWNER FORUM

Owner questions and comments addressed the following topics:

1. Railings – A question was raised regarding the addition of railings to some of the staircases that do not have them. Jason Randall responded that if there is consensus among the unit owners who use the staircase, the Board could consider the project. He recommended sending a photo to the Board but noted there currently a contractor shortage and it is difficult to get projects done.
2. Smoking – There was a request to enact a rule prohibiting smoking on the decks. Jason Randall responded that this can be added, but noted it is difficult to enforce.
3. Parking – A Power Point presentation was submitted to the Board last night for expanding the parking for Unit 12 but they have not had an opportunity to review it. The Board requested a schematic drawing of the proposed solution for consideration.
4. Deck Expansions – BPM has plans for the two sizes of decks that can be built.

5. Steps – Some of the steps are supported by unattached bricks. Jason Randall will look at the steps this week and determine if they can be secured.

XI. SET NEXT MEETING DATE

The next Annual Meeting was scheduled for October 8, 2022 at 10:00 a.m.

XII. ADJOURNMENT

Motion: Jason Randall moved to adjourn at 11:08 a.m. Madison Tomson seconded and the motion carried.

Approved By: _____ Date: _____
Board Member Signature